

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: PAYROLL SPECIALIST
DISBURSEMENT OPERATIONS DIVISION
FINANCE DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of moderate to complex clerical and accounting tasks in accordance with governmental accounting standards in the Disbursement Operations Division of the Finance Department. Work involves administering the payroll function for the Town of Vienna; reviewing, processing, and sometimes approving all forms relating to payroll; maintaining and updating the payroll system to ensure accuracy of data and compliance with all laws and regulations; processing bi-weekly payments to employees and monthly payments to elected and appointed government officials and retirees; processing and verifying all payroll related remittances, journal entries, tax returns, information requests/returns, and tax statements; verifying and posting system generated payroll transactions to the general ledger; organizing, filing, and maintaining all payroll related records and reports; providing customer service for all payroll related matters and researching any issues; documenting all payroll related processes and procedures; and staying abreast of payroll and tax law and regulation changes and advising management accordingly. Reports to the Director of Finance/Treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Payroll Specialists perform a variety of moderate to complex clerical and accounting tasks according to assigned work and/or supervisor. Duties may include the following:

Plans, coordinates, and oversees the payroll function of the Town.

Processes payroll; creates, distributes, and collects departmental timesheet summary reports; verifies timesheet totals; enters hours; verifies deduction totals on pre-calculation journal; prints paychecks and reports; remits direct deposit file.

Verifies and remits payroll withholding taxes, child support, garnishments, VRS, Minnesota Life, Dental, and purchase savings bonds, ICMA, and ING.

Stays abreast of payroll and tax law and regulation changes; advises management accordingly; makes recommendations for procedure and policy changes.

Performs financial and payroll system analysis; runs ad-hoc reports as requested.

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Prepares, verifies, and remits quarterly Federal 941, Virginia Withholding, Virginia SUI, BLS Multiple Worksite Report returns, and annual W-2, W-3, 1099-R, Virginia, Maryland, West Virginia, and District of Columbia tax returns, etc.; prepares and distributes W-2/1099-R.

Reviews and processes tax withholding forms and benefit forms; processes Personnel Action Forms.

Prepares payroll related journal entries.

Provides customer service for all payroll related matters; researches any issues.

Organizes, files, and maintains all payroll related records and reports.

Makes copies of all journal entries, remittances, and returns for payroll files.

Provides back-up coverage for Finance counter and switchboard during lunch and staff absences.

Prepares correspondence as necessary regarding payroll communications.

Documents all payroll related processes and procedures.

Performs daily system backups; takes backups weekly to offsite bank safe deposit box.

Receives and/or reviews various records and reports such as Personnel Action forms, tax and benefit forms, payroll/tax publications, payment requests (allowance/awards), and Town Pay Plan/deduction rates.

Prepares and/or processes various records and reports such as timesheet summary reports, employee leave balance reports, pay checks, quarterly/annual payroll returns, and annual tax statements W-2's/1099-R's.

Refers to Town Administrative regulations, tax publications, payroll procedures, Town adopted budget, chart of accounts, pay/deduction listing, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as desk telephone, calculator, fax machine, copier, electric date/time stamp, desktop computer, printer, etc.

Uses a variety of tools such as "payroll processed" date stamp, stapler, scissors, letter opener, ruler, rubber fingers, etc.; a variety of supplies such as printer paper, pre-printed continuous forms, envelopes, writing instruments, general office supplies, etc.; and a variety of computer software such as Pentamation, Cognos Impromptu, T-Tax Plus, Microsoft Excel, Microsoft Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Director of Finance/Treasurer, Deputy Finance Director, department heads, vendors, co-workers, and the general public.

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ADDITIONAL JOB FUNCTIONS

Provides switchboard relief.

Retrieves records from offsite storage.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's Degree in accounting, business administration, or other relevant field, supplemented by one to two years of bookkeeping or administrative experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including basic office machinery, computer, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisors.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, financial statements, correspondence, etc. Requires the ability to prepare financial reports and statements, invoices, records, correspondence, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand complex principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages including accounting/budgeting.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Disbursement Operations Division of the Finance Department as they pertain to the performance of duties of the Payroll Specialist. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of the department and other agencies. Has knowledge of the principles and practices of government finance, especially payroll. Is able to establish and meet deadlines for the completion and distribution of bi-weekly and monthly payrolls. Has knowledge of the various payroll records, reports and tax payments required by government agencies. Has knowledge of modern office methods and practices, including record-keeping systems. Has excellent clerical and customer service skills. Has knowledge of computer applications and their utilization as related to tasks and responsibilities; is skilled in the use of computers for word processing. Is able to help compile, organize, and utilize a variety of financial information necessary in the preparation of department reports. Has knowledge of and skills in accounting. Is able to read and interpret all types of financial documents, reports, technical manuals, and related materials pertaining to the responsibilities of the job. Has knowledge of how to prepare financial reports, records, invoices, correspondence, and other accounting documents. Has the mathematical ability to handle required calculations accurately and quickly. Is able to offer assistance to co-workers and employees of other departments as required. Is able to use independent judgment as needed in performing routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct

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supervision. Has knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations. Is able to schedule daily activities and to establish short- and long-term priorities in order to meet established goals. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all organization departments and divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, organization policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to organization policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with organization policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.